



Agriculture, Food and Natural Resources (AFNR) Skill Standards Checklist

Student Name	School District
YA Coordinator	YA Consortium
High School Graduation Date	

Certification Areas Completed:

Required Skills - For EACH Pathway

Check ✓ completed areas

- ☐ Core Skills
- ☐ Safety

Animals Pathway

- ☐ Animal Basics Unit- REQUIRED FIRST
- ☐ Large Animal/Herd Unit
- ☐ Small Animal/Vet Assistant Unit

Plants Pathway

- ☐ Plant Basics Unit- REQUIRED FIRST
- ☐ Crops Unit
- ☐ Greenhouse/Floral Unit
- ☐ Landscaping Unit

Level One Requirements:

Students must complete ALL listed below

Check ✓ completed areas

- ☐ Required Skills
- ☐ Minimum of **ONE** Pathway Unit
- ☐ Minimum of 2 semesters related instruction
- ☐ Minimum of 450 work hours

Level Two Requirements:

Students must complete all listed below

Check ✓ completed areas

- ☐ Required Skills
- ☐ Minimum of **TWO** Pathway Units
- ☐ Minimum of 4 semesters related instruction
- ☐ Minimum of 900 work hours

Total Hours Employed	Company Name	Telephone Number
		()
		()

Instructions for the Worksite Mentor(s) and Instructor(s)

The Skill Standards Checklist is a list of the competencies (tasks) to be achieved through mentoring at the worksite.

- The worksite mentor should rate each competency as the student acquires and demonstrates the skill **according to the performance criteria.**
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and student should go over this checklist together on a regular basis to record progress and plan future steps to complete the required competencies.

I certify that this student has successfully completed the competencies required in my department. Circle your YA role, sign and print your name, and complete with the date and the department name.

SIGN this page IF you have been a mentor, trainer, or instructor of this student

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

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Operational Program Notes for Skill Standards Checklist

1. Agriculture, Food and Natural Resources Youth Apprenticeship Curriculum

- Definitions:
 - Competency- The worksite skill to be performed
 - Performance Standards- HOW the worksite will assess skill performance
 - Learning Objectives- Content knowledge to learn these skills; may be taught by the employer, school district and/or technical college
 - Skill Standards Checklist- The documented list of competencies completed by the YA student
 - W/S- Listed after a skill indicates that skill performance may be learned and assessed at the worksite OR in the classroom in a simulated setting. However, a simulated setting should ONLY be used IF there is no possibility of skill performance at the worksite.
- Performance Standards & Learning Objectives are located in the **Program Guide for this Youth Apprenticeship**

2. ALL Youth Apprentices **MUST** complete the Required Skills (Core Skills and Safety) competencies for the Pathway they are enrolled in

- The Required Skills competencies may be completed concurrently with the specific Pathway process technical competencies
- The Required Skills are common skills specific to all Agriculture, Food and Natural Resources sub-sectors. These skills are *aligned with* the National States' Career Clusters standards for Agriculture, Food and Natural Resources.

3. Youth Apprenticeship choices (depending on job placement)

- Competencies have been reviewed by the Department of Workforce Development for Child Labor Laws. Contact the Department of Workforce Development's Equal Rights Division/Labor Standards Bureau at 608-266-6860 for questions regarding child labor laws. **WARNING-** Preparation, handling, and application of pesticides require a special license.
- Students will complete a **Minimum Rating** in the Required Skills and the pathway Basics unit for a Level ONE Agriculture, Food and Natural Resources YA and a **Minimum Rating** in the Required Skills and two pathway units for a Level TWO Agriculture, Food and Natural Resources YA
- **NOTE: Units within each Pathway build upon each other.** Therefore, switching between pathways, after the successful completion of the first year, is allowable provided that the student begins the second year in the REQUIRED Basics unit listed under the NEW pathway choice.
- A tractor safety course is **highly recommended** if students will be using tractors during the course of their worksite placement
- The Department of Workforce Development Occupational Certificate will indicate "Agriculture, Food and Natural Resources" attained when the program is completed

4. Competency Ratings

- Rate the student on the competencies regularly and revisit the competencies with the student periodically to offer the opportunity for an improved rating
- Arrangements must be made to ensure that the student learns, practices, AND performs each competency **even if** that competency is not part of their regular job function
- "Entry Level" criteria should be interpreted to mean "able to do the task satisfactorily"
- "Assist" in front of a skill indicates that the student should perform the skill *as indicated in the curriculum* "while assisting a worksite professional." Training should go beyond "observation only" for these skills. It will be up to the employer to determine the criticality of each specific task, training completed, and the actual level of supervision required. See actual curriculum details for requirements.

Required Skills

Required of ALL Agriculture, Food and Natural Resources YA Students

Copy this page FOR EACH PATHWAY to be completed

CORE SKILLS	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Apply applicable academic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply applicable career knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply applicable agriculture, food, and natural resources industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communicate effectively on the phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Act professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrate customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Cooperate with others in a team setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Think critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit regulatory and ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use resources wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Use technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY AND SECURITY	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Follow personal safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain a safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate professional role in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating Scale:

3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2 = Meets entry level criteria | Requires some supervision | Often displays this behavior

1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

Additional Comments –

Animals Pathway

Animal Basics Unit – REQUIRED FIRST	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Clean and maintain animal quarters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Safely handle animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mix feed, additives and/or medicines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Manage animal waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Observe and measure animal physical characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist to examine animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Collect samples for testing and/or food production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintain animal care and business records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Manage inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluate the facility business and marketing plan (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Animals Pathway

Large Animal/Herd Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Clean and groom animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Feed and water animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mark or tag animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Herd and/or patrol/monitor animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Monitor animal food and water supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist to optimize animal performance and production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Collect and process animal products and by-products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist with reproductive selection (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assist with reproductive breeding and/or birthing (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assist to prevent the spread of animal diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Operate equipment & machinery safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Clean and service equipment & machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintain facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Animals Pathway

Small Animal/Vet Assistant Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Manage clinic or research appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Set up area for animal exams & procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Clean & sterilize equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintain & QC diagnostic equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to collect diagnostic samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Run basic diagnostic tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist to administer routine treatments, vaccines, and medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist to prepare animals for surgery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Monitor animal responses to non-surgical procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Service customers and/or collect fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist with animal euthanasia (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Plants Pathway

Plant Basics Unit – REQUIRED FIRST	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Prepare planting spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare soils/media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plant seeds, seedlings, or cuttings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Monitor plants for light, moisture, and temperature requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to install and maintain watering and/or irrigation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Mix fertilizers and additives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Apply fertilizers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Manage inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintain agribusiness records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluate the facility business and marketing plan (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Plants Pathway

Crops Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Assist to plan crop from rotation schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Till and test the soil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plant crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assist to maintain and monitor crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to prevent the spread of weeds, pests, and diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Harvest crop product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist to transport and unload crop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Inspect, sort, and store product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Operate crop equipment & machinery safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clean and service equipment & machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Plants Pathway

Greenhouse/Floral Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Service customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Process sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assist to design crop plantings, displays, and/or floral arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Implement crop planting plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to maintain and monitor crop plantings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist to prevent the spread of weeds, pests, and diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Perform sanitization procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Prepare, sort, and store products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Fill and package orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Load product for sale, delivery, or further distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist to maintain facility & equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sharpen hand tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Plants Pathway

Landscaping Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Assist to evaluate landscaping site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Measure and prepare landscaping site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Test soil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assist to create design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare supplies and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Remove waste materials and hardscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Install construction materials and hardscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Plant landscaping materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintain landscaped spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Operate landscaping machinery safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist to maintain landscaping facility & equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sharpen hand tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Additional Certifications, Training, Seminars and Projects

Please list in detail any additional certifications earned, any training and seminars attended, and/or any projects completed during the course of the Agriculture, Food and Natural Resources Youth Apprenticeship.

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
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Other Notes or Comments –
